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Div. of Planning, Research & Grants
16-Month Progress Report

Department of Youth Services

DIVISION OF PLANNING, RESEARCH AND GRANTS16-MONTH PROGRESS REPORT

The Division of Planning, Research and Grants serves the entire agency within a broad framework of operations. Primary among these are (1) the design and discovery of innovative and experimental programs, (2) collection and publishing available data and information for administrative knowledge and planning, (3) development of supplemental funding possibilities such as grants and contracts, (4) support services in the realm of electronic data processing or computer system, (5) short- and long-range planning involving both inter- and intra-agency facilities, (6) evaluation of existing departmental programs, (7) assisting extradepartmental researchers with basic research information, (8) responding to inquiries for data regarding technical programs as well as ongoing research projects, (9) planning and technical assistance to outside agencies encompassing intensive operations by the research staff, as well as (10) providing publications and dissemination of research findings to authorized personnel. In addition, a comprehensive resource library is maintained in the Division. This library consists of materials from both local and national sources and covers a wide scope of informational areas, particularly those relating to juvenile delinquency, legislation and other social agencies.

In August, 1974, a report on the activities of the Division of Planning, Research and Grants, both ongoing and proposed in the immediate future, was forwarded to the State Director. Since that time, the Division has expanded in personnel, with the addition of staff members in both the data processing and research sections, enabling a broader scope of research projects to be accomplished.

Many of the projects which were proposed or in a process at that time have been completed in addition to the capability to facilitate not only a broader range but a more sophisticated methodology utilized in the achievement of these projects. With the projected addition of two more personnel in the data processing section as well as additional personnel in the Research and Planning branches, we expect this forward progress to be accelerated.

The following report reflects the progress of the Division in the development of projects since August, 1974. This survey sketches briefly those projects which have been completed since that time, those that are currently nearing completion and also encompasses many projections of the Division for the future.

COMPLETED PROJECTS

For organizational purposes, it will be noted that the completed projects are divided into five sections, covering the main focal areas of the Division. The first section, Research Studies, describes briefly the data collection, survey type project completed by the Research and Planning branch of this Division. As will be observed in Attachment I, many of these studies such as A2, D1, and F2, were instrumental in the procurement of several federal grants while others such as B and C, were vital to the implementation of many community programs. The Evaluation Studies were implemented on behalf of the Youth Bureau Division (E1c and 2) while the original Resource Directory (F1) was at the request of the Police Academy for training purposes. The Projected Cost Study for S. C. Juvenile Probationary System (F3) was developed for utilization by the S. C. Legislative Committee studying Judicial Reform. More importantly, all of these studies have served to accumulate a store of a large

cross-section of data basic to increasing our knowledge and awareness of the problems and issues involving juveniles in the state of South Carolina.

The second section of Ongoing Project Development deals with those areas that were fundamental in the establishment of an ongoing Research and Planning Division. Most of these projects were initiated during the last year and served to facilitate as well as justify the emergence of this Division as a vital component of the Department of Youth Services. Our resource library (A) and Legislative digests (B) are available for both intra-agency personnel as well as students and other interested persons. Many of the DSS processes which were developed during this time under Title IV-A and VI have now been eliminated by the advent of Title XX, and the employment of a Director for that project. The Time Log Studies, however, together with Unit Cost compilations each month are still maintained by this Division as well as, of course, the data process system. The Uniform Court reporting Update, has been a vital component in the maintenance of data, basic to essential reporting for many grants' justification as well as program implementation. Eventually we hope to have this system computerized. The Juvenile Data System (E) our basic student informational system, though computerized, also requires other responsibilities in the constant orientation of personnel utilizing the forms as well as an ongoing monitoring process to assure current as well as accurate reporting. Project F, newly developed, is contributing to our informational systems in the evaluation of the success rate of realistic recommendations made by the R&E Center with the follow-up made by the committing Courts. In reality, these activities of the Division may be viewed not only as maintaining an up-to-date local and national resource base for the rest of the agency, but as

an integral part of agency operation, and a central hub of services in conjunction with all other facilities of the Department of Youth Services.

Section III, Technical Assistance, summarizes various types of operations with which the Division is involved as special projects. Data for the Annual Report (A) will be compiled in this Division every year along with the final editing process. The agency input into the LEAA State Plan (B) will also be an ongoing responsibility of this Division. The other projects listed under Technical Assistance (C, D, E and F) were special assignments undertaken as part of the Division's responsibilities in providing assistance not only for internal agency obligations or requirements, but also as part of interagency coordination or consultation on behalf of the Department of Youth Services.

The data processing, or fourth section, involves the whole myriad of activities relating to computer programming. The necessities of this section to keep pace with the ever-expanding programs of the Department of Youth Services have resulted in corresponding systems development. Many of the reports generated by this section are coordinated or have been later utilized to further develop expanded research studies.

During the past year, data processing has expanded its productions to include a client tracking device for the Youth Bureau Division which provides case management techniques and a wider range of statistical reports. Data processing is now responsible for state-wide inventory listings for this agency, and is also responsible for the processing and reporting of all Title XX documents and reports as required by the Department of Social Services.

New computer programs have been developed to retrieve various statistical data from the main operational systems as described in Section IV. This data is used as documentation in grant applications as well as producing reports

which are required for grants which have already been initiated. The statistics generated by these reports are used as input into several of the specific research studies developed by the research section.

Section V, Grants and Contracts, reflects the mammoth area involving additional funding sources for the Department of Youth Services. These grants have been instrumental in facilitating the expansion of community programs by providing supplementary financial support for the entire agency. Of the four grants listed, three have been approved and funded (B, C, D). As mentioned previously, Division research studies were instrumental in the procurement of B and D (Refer to Section I). Without this important resource, it is doubtful that State funding capabilities would provide for the innovative programming necessary in the Agency's mission of delivering increasing services to youth since most of these grants have served to create or promote new or progressive spheres of programming for the entire agency.

The importance of the Contractual services with the Department of Social Services cannot be overstated. Through constant negotiation by the Director of the Division, in conjunction with arrangements for a DSS outstationed worker program and supported by statistics compiled by the research section as well as automated reports from the data processing section, the Agency has been able to realize substantial monies to provide services which would not otherwise be possible. These contractual services have been a mainstay of financial support since the first program was initiated in April, 1972.

Refer to Attachment I

S. C. STATE LIBRARY

ATTACHMENT I

PROJECTS COMPLETED

I. Research Studies

- A. County Juvenile Justice Surveys--Analyzation of Courts, law enforcement, commitments and community resource information
 - 1. Pickens County--March, 1975
 - 2. Pee Dee Area (Florence, Marion, Marlboro, Dillon, Darlington)--October, 1975
- B. Court Studies--Analyzation of statistics pertaining to juveniles processed, including age, race, sex, referral source, offense and disposition
 - 1. Tri-County Area (Charleston, Berkeley, Dorchester) November, 1974
 - 2. Charleston Update--August 1975
 - 3. Berkeley Update--August 1975
 - 4. Rock Hill Update--September 1975
 - 5. Richland Update--October 1975
 - *6. Greenville Region (Greenville, Anderson, Laurens, Greenwood)
- C. Law Enforcement Studies--Analyzation of statistics pertaining to juvenile arrests, including age, race, sex and offense
 - 1. Tri-County (Charleston, Berkeley, Dorchester)--October 1974
- D. Runaway Studies--Analysis of incidence and types of runaway children
 - 1. Four County Area (Berkeley, Charleston, Dorchester, Horry)--August 1974
 - 2. Richland--November 1974
 - 3. Florence--August 1975
- E. Regional Studies (other than Court and law enforcement studies)
 - 1. Charleston
 - a. Follow-up study of second six-months of operation of the Charleston Center--companion to first follow-up study of the first 100 children processed through the Charleston Diagnostic Center. These two studies encompass a full year's report of the first year's operation of the Center--September 1974

*Statistical reports only completed. Complete analyzation completion date projected for February, 1976.

- b. Detention Home Study--Analyzation of statistics relating to practices in the Charleston Detention Home--December 1974
- c. Charleston Center Evaluation Study--Evaluation of services provided by the Charleston Diagnostic Center as viewed by four components, staff, parents, clients (youth) and community agencies--February 1975

2. Spartanburg

- a. Spartanburg Agency Evaluation Study--Evaluation study of the relationship between the Spartanburg Youth Services Bureau and the agencies with whom it works--October 1975

3. Greenville Region

- a. Client quota recording system--Compilation and recording of clients being processed in the areas of Anderson, Laurens, Greenwood and Greenville--includes up-to-date computation of numbers from these areas being committed to the Reception and Evaluation Center, referred by the Courts throughout the region, and numbers of accepted cases--process instituted October, 1975 and ongoing throughout Fiscal '76

F. Other Studies

- 1. Resource Directory--Compilation of children's services throughout the state of South Carolina including private and public agencies--November 1974
- 2. Analysis of commitments Fiscal '73 and '74--Study of the comparison of status and criminal offenders committed to the Department of Youth Services including such factors as age, sex, race, economic background, educational level, home locale and offense as well as analysis of commitment patterns of the individual counties--Section I, May 1975--total study August, 1975
- 3. Projected Cost Study for S. C. Juvenile Probationary System--survey of existing Family Court data including financial probation loads, numbers of probation officers and projection of costs on a state-wide basis--April 1975
- 4. Community Mental Health Comparison study--Comparison between the last two years of operation regarding children's services in the community mental health centers--February 1975

II. Ongoing Project Development

- A. Resource Library--collection, compilation, cataloguing of local, state and national information regarding juvenile delinquency, social services and legal information has been a major project for serving this agency. Although it has developed over this entire time period and is still not fully completed, it was ready for utilization by February of 1975.

- B. Digest of Legislative Trends--Bi-weekly digest report of Congressional Record and Federal Register, as well as the General Assembly when in session, is an ongoing project of this Division initiated in December of 1974. This enables key administrative personnel to keep abreast of all pertinent legislative proceedings.
- C. DSS processes (other than computer programming)
 - 1. Monitoring--During this year, this division was responsible for the monitoring of DSS programs which included orientation of facilities and procedures, the flow of 1551 forms and the manual signing of such forms. In conjunction with the Director of Social Services and the Youth Bureau administration, this Division was responsible for locating problem areas and executing procedures designed to enhance the program operating between the facilities and the DSS outstationed office.
 - 2. Title VI program--Procedures and processes of operation in the Title VI program were initiated in October, 1974, including orientation, monitoring and follow-up by this Division.
 - 3. Monthly Reports--Reports reflecting the operation of the outstationed DSS programs for Titles IV-A and VI were compiled by this Division reflecting the flow of clients by county, facility, and analyzing the reasons for ineligibility as well as the proportion of clients eligible. These reports were initiated in February, 1975 through September, 1975 when Title XX program was initiated.
 - 4. Time Log Studies--Random sample of employees, logging four consecutive weeks of time spent in various service provisions--new system initiated November 1975 - Quarterly basis
- D. Uniform Court reporting update--Development of manual system of uniform monthly reporting forms, furnished to all Courts processing juveniles returned to us, compiled quarterly and culminating in yearly reports--Initiated October 1975 - ongoing
- E. Juvenile Data System (other than computer programming)
 - 1. Orientation of new staff and periodic review--The research and planning division provides training for all new personnel involved in completion of necessary forms as well as periodic review meetings in all facilities.
 - 2. Monitoring of forms in all facilities to resolve problem areas as well as on-site checks of form maintenance.
 - 3.
- F. R&E Discharge recommendations and judicial action reports--Logging these reports began with the R&E Evaluation Study now being completed and will continue through the fiscal year to effect a comparison study of R&E recommendations with actual judicial action--Initiated June 1975 - ongoing for fiscal year

III. Technical Assistance

- A. Annual Report compilation--Compilation and editing of the Annual Report for fiscal '74 and '75 were processed in this Division. Also, a monthly reporting system was innovated during this year for the facilities in order to accumulate data in a more uniform manner. These compilations were completed in September 1974 and August 1975.
- B. LEAA State Plan--Information was gathered from the facilities of the Department of Youth Services and compiled into the agencies' input for the LEAA fiscal 1976 State Plan. This information was completed in April, 1975.
- C. Study of Legislation and Regulations Guiding State Agencies--A study of legislation and regulations guiding state agencies in both out-patient and residential services was compiled at the request of agency administration. This was completed in April, 1975.
- D. Foundation Letters--in response to the ever-present requests for additional funding, this Division embarked on a national scaled project, compiling and forwarding letters and information to foundations throughout the country on behalf of the Department of Youth Services. This project was completed in December of 1974.
- E. Consultation with Sumter County--Consultation was provided by this Division with members of law enforcement in social planning in Sumter County in working toward planning and development of programs for juveniles in Sumter. This involved several meetings as well as orientation and technical assistance in the collection of statistical data--April 1975.
- F. Mental Retardation Grant Statistics--Compilation of data on students in residential facilities concerning race, sex and I.Q. for utilization in LEAA Grant--October 1975

IV. Data Processing

- A. Prison Study--Matching of Department of Youth Services and Central Correctional Institution clients--joint program between the two agencies involving follow-up of clients after 17th birthday who became clients of adult corrections--March 1975*
- B. Inventory System--An up-to-date recording of all equipment in the Department of Youth Services has been an ongoing project of the Data Processing Division during this time period.
- C. Youth Bureau Tracking and Control System--A new system for maintenance of records pertaining to Youth Bureau clients was initiated in January, 1975. From this system, a number of management reports were programmed and generated during this past year, including:
 - 1. Client Status Report
 - 2. Analysis of Source of Referral
 - 3. Analysis of the Reason for Referral
 - 4. Analysis of the Disposition of Referral
 - 5. Analysis of the Reason for Referral by Source of Referral

*Ongoing program

- D. Cost Accounting System--these procedures were developed in order to account for cost per client from all of the Youth Bureau regions and were mandated by the LEAA Grants for these areas. The programs were developed but have not been initiated as yet--March 1975
- E. Department of Social Services
 - 1. New DSS accounting systems--A new process that was put into operation April 1975
 - 2. Monthly billing procedures--This process was ongoing during the entire time frame
 - 3. Title XX processes and procedures--Programs were developed to encompass the new Title XX procedures and processes and were developed to comply with the state-wide computer system in Clemson. Once the procedures on processes and programs were developed, this has become an ongoing process with the Clemson computer.
- F. SSP--Activating basic statistical subroutines as part of a package has been part of an ongoing procedure as part of the data processing section.
- G. Management Reports--JDS System--During this period of time, management reports were initiated and have continued to be generated regarding:
 - 1. Analysis of Admissions and Discharges
 - 2. Analysis of Drug and Alcohol Incidence
 - 3. Analysis of Admissions by Sex, Race and Age
 - 4. Analysis of Distribution of Status & Criminal Offenders
- H. Analysis of Information and Data Workflow--Procedures for this system have been initiated and certain portions have been completed. Due to the heavy load on the data processing section, most of this AID program has been put in service interrupted status.
- I. Juvenile Data System--Continuous input and editing of all forms in the JDS System. Development of Microfiche System which reproduces all forms, which have been entered into the JDS System, on Microfiche for instant retrieval for control and research purposes.

V. Grants and Contracts

- A. NIMH Grant--Sexual Aggression in Adolescents--submitted in January, 1975; reviewed by on-site visit with NIMH personnel April 1975--grant denied.
- B. Charleston Runaway House Grant--Provision of services for children on a temporary emergency basis who are on runaway status in the Charleston area. Grant submitted and approved June, 1975.
- C. Greenville Region Diagnostic Units Grant--New diagnostic and evaluation facilities for Greenville, Anderson, Laurens and Greenwood--submitted February 1975--approved July 1975 LEAA
- D. De-Institutionalization of Status Offenders Grant Justice Department--approved December 1975
- E. Contracts--Department of Social Services

PROJECTS IN PROCESS

Presently, the Division of Planning, Research and Grants is involved in many other projects which are in process and are nearing completion. It should be noted, however, that many of the completed projects over the last sixteen months, particularly most of those in the second section of ongoing project development are being carried forward as a continuous responsibility of the Division. (See Section II) Therefore, the summary of projects in process presently consists substantially of research studies, being effected both through the Central Division Office staff as well as regional personnel, and those systems that are being completed for generation in the data processing section. In addition, many new statistical procedures have been initiated by our researchers to compare base data with that being generated by present program implementation for accountability studies as part of our evaluation procedures inherent under our ongoing grants. Most of the studies are projected to be completed within the next two months. The new systems programs, particularly those involving Title XX and the new Cost Accounting System should also be completed within this new time frame and their ensuing printout reports generated. Reports are also being developed which will provide information as the process of deinstitutionalization of status offenders is implemented. Other reports are being developed which will be used as major input into the Department of Youth Services Annual Report.

Of special note, in progress is the new LEAA Grant for implementation of the Florence Diagnostic facilities. This grant is being submitted within the next few months with a target date of implementation of May.

Refer to Attachment II

ATTACHMENT II

PROJECTS IN PROCESS

I. Research Studies

- A. R&E comparison study--Analysis of short-term and long-term evaluation programs, reflecting on criteria used, age, race, sex and offense of those committed, R&E recommendations versus judicial action taken, as well as questionnaire responses of Courts and R&E staff--completion date projected: January 15, 1976
- B. Prison Study--Analysis of characteristics of former Department of Youth Services' students later incarcerated in Department of Corrections - Design completed; study initiation date--January, 1976
- C. S. C. Resource Directory of Children's Services--Expanded Revision of updated services available in South Carolina
- D. Law Enforcement Studies--Analyzation of statistics pertaining to juvenile arrests, including age, race, sex and offense - Projected completion date--March 1, 1976
 - 1. Columbia--completion date: January 31, 1976
 - 2. Rock Hill--completion date: January 31, 1976
 - 3. Greenville--completion date: February 1, 1976
 - 4. Greenwood--completion date: February 1, 1976
 - 5. Laurens--completion date: February 1, 1976
 - 6. Anderson--completion date: February 1, 1976
- E. Court Studies--Analyzation of statistics pertaining to juveniles processed, including age, race, sex, offense, and disposition - Projected completion date--January 15, 1976
 - 1. Greenville
 - 2. Laurens
 - 3. Greenwood
 - 4. Anderson
- F. Planning & Research Division--Development of procedures and policies for processing research projects, information dissemination and confidentiality measures - Projected completion date: March, 1976
- G. First Offender Study--Charleston Follow-Up Comparison Study of three (3) client groups at Charleston Youth: Referrals, First Offenders and Commitments - Projected completion date--March 1, 1976
- H. Compilation of Agency data for LEAA State Plan - Completion date, February 15, 1976
- I. LEAA Grant for Florence Area Diagnostic Facilities

II. Data Processing Projects

- A. Summary Reports involving Title XX processing
- B. Development of programs to retrieve information from the Youth Bureau System for the Annual Report
- C. Development of programs to provide statistical data and monitoring of the deinstitutionalization of status offenders

FUTURE PROJECTS

The Division is also projecting numerous other studies to be initiated in the near future. Some of these studies as will be noted are essentially data collection and compilation to fulfill requirements of approved grants, particularly in the regional areas. Other of the regional research studies will be essentially involved with the update of law enforcement statistics throughout the various counties which we will need to correlate with our ongoing juvenile court statistics as well as commitment information for a complete picture of the juvenile justice system operating within that area. This information will also be utilized for program planning and implementation in those regions.

Several other pertinent studies are being contemplated that will broaden our range of knowledge within the juvenile justice system. Some of these studies encompass the areas of evaluation of programs within our facilities either from a retrospective view, concurrently with a new program, or a long-range follow-up study. As funding sources demand increased accountability, intensified efforts will also be directed toward evaluation.

Many other projects are also upcoming in the data processing section. An analysis of the Juvenile Data System, possible computerization of annual and sick leave, more specialized reports for research purposes, and the upgrading of existing computer systems are among the projects which are projected for the next year.

Refer to Attachment III

ATTACHMENT III

PROJECTED STUDIES

I. Regional Research Studies

- A. Law Enforcement Studies--Updated analyzation of juvenile statistics including age, race, sex and offense
 - 1. Spartanburg
- B. Runaway Studies--Analysis of incidence and types of runaway children
 - 1. Greenville-Spartanburg Area
- C. De-Institutionalization Grant--Data collection and compilation for all expanded community programs
- D. Greenville Region Diagnostic Grant--Data collection and final comprehensive statistical report
- E. Florence Diagnostic Grant--Essential data collection and compilation for expanded programs in area
- F. Charleston Runaway House--Data collection and compilation of statistical information

II. Central Office Research Studies

- A. Study of Recidivism--within 3 contexts
 - 1. Analyzation of youth with repeated court appearances in representative counties
 - 2. Analyzation of characteristics of students under commitment who were previously treated in agency community-based program
 - 3. Revised analyzation of characteristics of students who are repeated offenders in juvenile institutions
- B. Sibling Study--Analyzation of characteristics relating to families with multiple youths committed to Youth Services in order to identify high-risk familial factors with potential for intervention
- C. Guided Group Interaction Study--Analyzation of student and staff attitudes through medium of new counseling program
- D. Institutional Program Evaluations--Analyzation of program methodologies in various institution settings, concentrating on specific areas
- E. Sexual Aggression in Adolescents--Study of characteristics leading to prediction of high-risk factors for sexual aggression in juveniles

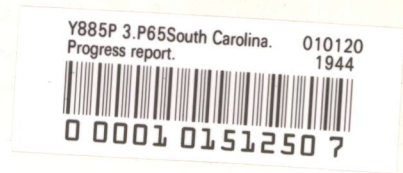
III. Data Processing

- A. Computerization of Annual and Sick Leave
- B. Analysis of Juvenile Data System (JDS)--Study of JDS system in order to make improvements for a more efficient and useful system.
- C. General Upgrading and Updating of Existing Computer Systems

SUMMARY

Although this progress report has attempted to present a resume of the various functions and responsibilities assumed by the Division of Planning, Research and Grants as well as an inventory of the Division's accomplishments over the past sixteen months, it would be erroneous to presuppose this would represent the sum total of its operations. Little reference has been ascribed here that would reflect many other roles of the Division in providing service both to the agency and to the state in such activities as aid to students, other researchers and visitors with information of all types, including statistics and resource information as well as programatic material. Also included were the many hours spent in liaison with other agencies in which personnel were involved with interagency meetings and coordination in order to keep not only this agency current on local movements, but to act as representatives of the Department of Youth Services in a public relations function. Many more hours were expended in various intra-agency meetings, planning and monitoring operations to insure that the Division of Planning, Research and Grants could truly fulfill its integral role in serving the entire agency.

This report has also indicated that the Division of Planning, Research and Grants has greatly expanded its sphere of operations to encompass all areas of planning, research, evaluation, as well as its progressive data processing section. In an effort to correlate all aspects of the juvenile justice system including law enforcement agencies, the Family Courts, our own juvenile correctional facilities, as well as our community programs, and supplemented by quantitative information on other agencies operating throughout the state,



the Division has triggered investigations and objectively sought substantial evidence of many areas involving these juveniles. It has investigated the runaway problem, the status offender, probationary costs, as well as court and law enforcement aspects. It has surveyed counties with regard to how the juvenile justice system is functioning, as well as looking within our own agency for baseline data that not only will suggest to us what is happening. but how we can improve our services to juveniles. Various methodologies have been utilized from data processing programming to manual surveys to mathematical multivariate analysis. The techniques utilized are, however, far less important than the implication of the findings for those who would not pursue the information merely for empirical confirmation of a particular hypotheses, but for those who would be in a position to implement innovative and creative programming in the areas of juveniles with problems. In this way, the Division of Planning, Research and Grants would truly justify as well as satisfy its potential as an integral component of the Department of Youth Services.

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